

CHAPTER 6

PRINTING AND DISTRIBUTION

A. OSD AND WHS COMPONENTS. The printing and distribution of DoD issuances for OSD and WHS Components are arranged by the Directives Division. The Military Departments, Chairman of the Joint Chiefs of Staff, and Defense Agencies are responsible for providing DoD issuances to their organizations. (See section B., below.)

1. **DoD Directives and Instructions for OSD and WHS Components.** A specific number of each DoD Directive and Instruction is printed for OSD and WHS Components based on their requirements in the DoD Directives System automated distribution system. OSD and WHS Components may change their copy requirements by submitting a written request or DD Form 2590, "Distribution Request for OSD and Joint DoD Components," to the Directives Division. The DD Form 2590 is contained in Chapter 7 of DoD 5025.1-I (reference (i)) and available from the Directives Division. (See figure 6-2.)

2. **DoD Publications for OSD and WHS Components.** Distribution of DoD Publications is not available through the DoD Directives System automated distribution system. The originating OSD Component must provide the Directives Division with the following material for each Publication:

a. The distribution list containing OSD and WHS addresses, along with the number of copies. Include the Directives Division, Room 2A286, 1155 Defense Pentagon, Washington, DC 20301-1155 (18 copies) and OSD Publications Counter, Room 3B960, 1155 Defense Pentagon, Washington, DC 20301-1155 (50 copies). Other DoD Components may receive 10 copies or less. For printing and distribution of DoD Publications to the Military Departments and Defense Agencies, see section B., below.

b. Mailing address labels containing the complete mailing address for the OSD and WHS Components and the number of copies. The addresses and number of copies on the mailing address labels and distribution list must be identical. Use the Defense postal service format as shown in paragraph C.1.d., below, or contact the Correspondence Control Division, C&D Directorate, WHS, for assistance.

c. A list of names and telephone numbers of functional managers in the Military Departments, Chairman of the Joint Chiefs of Staff, and Defense Agencies. The Directives Division will provide the list to the publications officials of the DoD Components. The publications officials are responsible for contacting the functional managers about the funding and copy requirements for their organizations. (See section B., below.)

d. SD Forms 120, if the publication is classified. (See section C., below.)

B. DoD COMPONENTS. The Military Departments, Chairman of the Joint Chiefs of Staff, and Defense Agencies must use their funds to print and distribute copies of DoD issuances. The DoD Component should determine the number of required copies for its organization, not the originating OSD Component.

1. Riders to the OSD Printing Requisition. Normally, the DoD Components maintain "open printing requisitions" for DoD Directives and Instructions. For DoD Publications, the Directives Division will notify the publications officials of the DoD Components of an impending Publication. The DoD Component must issue riders within 5 working days. If a publication official fails to issue a rider within the prescribed period, the Directives Division will provide that DoD Component with one copy of the DoD Publication.

2. Advance Notice of Intent to Publish a DoD Publication. The originating OSD Component should inform the DoD Components of an impending Publication during the coordination period using the SD Form 106 or issue a separate memorandum to functional managers of the DoD Components.

C. CLASSIFIED DoD ISSUANCES

1. The originating OSD Component must provide the Directives Division with the following material:

a. A distribution list containing the complete mailing addresses of the intended recipients, including an attention line and the number of copies. (See paragraph C.1.d., below.) Include the Directives Division, Room 2A286, 1155 Defense Pentagon, Washington DC 20301-1155 (5 copies).

b. Two sets of mailing address labels containing the complete mailing address for each intended recipient and the number of copies. The two sets of mailing address labels are required for internal and external wrappings of classified material. The addresses and number of copies on the mailing address labels and distribution list must be identical. The mailing address labels shall contain the name of the DoD Components, not the name of an individual. (See paragraph C.1.d., below.)

c. SD Forms 120 with completed entries in TO, FROM, Classification, Description of Material being Transferred, and no. of Originals blocks as shown in figure 6-1, below:

OSD RECEIPT FOR CLASSIFIED MATERIAL				
TO: (Title of Office or Organization) Defense Mapping Agency ATTN: Materiel Management Division			Number KXXAAXX	
FROM: (Office and Telephone) OUSD(A) MCL		Classification SECRET RD		Date of Transfer
Description of Material being Transferred (Do Not Enter Classified Info) DoD Directive S-999.10 Nothing Follows ////////////////////////////////// //////////////////////////////////// ////////////////////////////////////				
(Copy Info (For Copy Numbered Items, Use Inclusive Copy Nos. With # Sign)				
No. of Originals 2	No. of Carbons Ø	No. of Repro Cys Ø	No. of Encls Ø	No. Cys of each Encl Ø
Date Received	Typed Or Printed Name and Signature of Recipient			

SD Form 120, JUL 85

Courier Copy, to be retained by Courier

Figure 6-1. SD Form 120

d. Use the following Defense postal service format for the distribution list and mailing addresses labels:

Distribution List for S-0101.50

COMPENSATION AND SALARY DIRECTORATE 5 cys
ATTN: FISCAL REVIEW DIVISION ROOM 2A286
UNDER SEC DEF FOR PERSONNEL AND READINESS
4000 DEFENSE PENTAGON
WASHINGTON, DC 20301-4000

DEFENSE LOGISTICS AGENCY 1 cy
ATTN: MATERIAL MANAGEMENT DIVISION ROOM 444
CAMERON STATION
ALEXANDRIA, VA 22314

2. Access to Classified DoD Issuances

a. The originating OSD Component must ensure that addressees have the appropriate level of security clearance for access to classified DoD issuances and that the mailing address labels are correct.

b. After the initial printing and distribution of a classified DoD issuance, requests for the issuance must be approved by the originating OSD Component. With written release approval of the originating OSD Component, the Directives Division will provide confidential and secret issuances to a requester; the originating OSD Component shall be responsible for issuing top secret issuances to requesters.

3. Second Printing of Classified DoD Issuances. If additional copies of a classified DoD issuance are required, the originating OSD Component shall provide a written request to the Directives Division.

D. SECONDARY DISTRIBUTION OF DOD ISSUANCES

1. Secondary distribution is the release of a document by another organization after the primary distribution has been made by the originator. For DoD issuance, secondary distribution is arranged by the Directives Division with the following organizations:

a. OSD Publications Counter Service, Room 3B960, Pentagon. The OSD Publications Counter Service is operated by DPS and provides secondary distribution service to OSD and WHS Components.

b. Defense Technical Information Center (DTIC), Office of the Under Secretary of Defense for Acquisition and Technology, Building 5, Cameron Station, Alexandria, VA 22314-6145. DTIC provides secondary distribution services to authorized register DoD Components and their contractors. The DTIC accession numbers for DoD issuances are listed in Chapters 2 and 3 of DoD 5025.1-I (reference (i)).

c. National Technical Information Service (NTIS), U. S. Department of Commerce, 5285 Port Royal Road, Springfield, VA 22161. NTIS provides secondary distribution of unclassified DoD issuances for a fee to Government Agencies, including

DoD Components; contractors; and the public. The NTIS accession numbers for DoD issuances are listed in Chapters 2 and 3 of reference (i).

2. The Military Departments, Chairman of the Joint Chiefs of Staff, and Defense Agencies are responsible for distributing DoD issuances, providing secondary distribution services, and maintaining publications centers for their Activities. These organizations are not authorized users of the OSD Publications Counter Service.

DISTRIBUTION REQUEST FOR OSD AND JOINT DOD COMPONENTS		1. FOR INTERNAL USE ONLY		
		a. SUBMISSION NO.	b. ACCEPTANCE NO.	c. INDEX NO.
INSTRUCTIONS Complete the appropriate section(s) below. Forward the completed form to the following address: Chief, Directives Division, Room 2A286, Washington Headquarters Services, 1155 Defense, Pentagon, Washington, DC 20301-1155				
SECTION I - POINT OF CONTACT INFORMATION				
2. TYPED OR PRINTED NAME (<i>Last, First, Middle Initial</i>)		3. POSITION TITLE		
4. TELEPHONE NUMBER (<i>Include Area Code</i>)		5. SIGNATURE		
a. COMMERCIAL	b. DSN (<i>If outside National Capital Region</i>)			
SECTION II - CHANGE OF ORGANIZATION NAME AND / OR ADDRESS (<i>Complete both items</i>)				
	6. NEW ORGANIZATION NAME / ADDRESS	7. FORMER ORGANIZATION NAME / ADDRESS		
a. ORGANIZATION NAME				
b. SUBCOMPONENT				
c. ATTENTION				
d. ROOM AND BUILDING				
e. STREET ADDRESS				
f. CITY, STATE, AND ZIP CODE				
SECTION III - NEW REQUIREMENT FOR DOD ISSUANCES				
8. ORGANIZATION NAME / ADDRESS (<i>Do not use personal names or abbreviations.</i>)		9. REQUIREMENT (<i>Enter number of copies for each series. For a description of each series, see the Table of Subject Numbers for DoD issuances in Chapter 1 of this Index.</i>)		
a. ORGANIZATION NAME:		a. 1000 SERIES		
b. SUBCOMPONENT:		b. 2000 SERIES		
c. ATTENTION:		c. 3000 SERIES		
d. ROOM AND BUILDING:		d. 4000 SERIES		
e. STREET ADDRESS:		e. 5000 SERIES (<i>Excluding DoD 5025.I</i>)		
f. CITY, STATE, AND ZIP CODE:		f. DoD 5025.1-I		
		g. 6000 SERIES		
		h. 7000 SERIES		
		i. 8000 SERIES		
SECTION IV - CHANGE IN NUMBER OF COPIES FOR DOD ISSUANCES				
10. ORGANIZATION NAME / ADDRESS (<i>As it appears on the OSD automatic distribution list in this chapter.</i>)		11. REQUIREMENTS (<i>No. of required copies for each series.</i>)		
a. ORGANIZATION NAME:		a. 1000 SERIES		
b. SUBCOMPONENT:		b. 2000 SERIES		
c. ATTENTION:		c. 3000 SERIES		
d. ROOM AND BUILDING:		d. 4000 SERIES		
e. STREET ADDRESS:		e. 5000 SERIES (<i>Excluding DoD 5025.I</i>)		
f. CITY, STATE, AND ZIP CODE:		f. DoD 5025.1-I		
		g. 6000 SERIES		
		h. 7000 SERIES		
		i. 8000 SERIES		
SECTION V - DELETION FROM AUTOMATIC DISTRIBUTION LISTING <i>(Complete both Items 12 and 13, as they appear on the automatic distribution list in this chapter.)</i>				
12. ORGANIZATION NAME / ADDRESS		13. EXISTING REQUIREMENT (<i>X applicable series</i>)		
a. ORGANIZATION NAME:		a. 1000 SERIES		
b. SUBCOMPONENT:		b. 2000 SERIES		
c. ATTENTION:		c. 3000 SERIES		
d. ROOM AND BUILDING:		d. 4000 SERIES		
e. STREET ADDRESS:		e. 5000 SERIES (<i>Excluding DoD 5025.I</i>)		
f. CITY, STATE, AND ZIP CODE:		f. DoD 5025.1-I		
		g. 6000 SERIES		
		h. 7000 SERIES		
		i. 8000 SERIES		